

CARLO MIGUEL PORTO

Career Objective

To utilize and hone the knowledge and skills that I have acquired through experience and education in a professional setting as an asset to the company.

Work Experience

Copy editor

RR Donnelley Philippines Inc.

November 2017–Present

Eastgate Centre Bldg., 169 EDSA, Mandaluyong City

Recognition:

- Awarded Performance Excellence for Support (Q2 2017)
- Created an MS Word macro application that effectively improved editorial speed and quality
- Constructed a financial statement editorial guide being used for training new hires

Copy editor

Toppan Best-Set Premedia Limited

June 2015–November 2017

Jollibee Plaza, F. Ortigas Jr. Road, Pasig City

Job responsibilities:

- Copyediting scholarly articles
- Analysing the content and meaning of a text for coherence

Job responsibilities:

- Copyediting financial statements, including Excel sheets and notes to the financial statement
- Correcting grammar, spelling, and sentence structure
- Cross-checking values for accuracy and comparing data in text and in tables
- Observing client-specific writing and formatting
- Adhering to specified styles of writing
- Checking bibliographic details and reference citations
- Interpreting and implementing authors' and editors' comments and corrections



Educational Background and Personal Details

Tertiary	University of Santo Tomas Bachelor of Arts Major in Communication Arts 2011-2015
Secondary	St. Mary's College Q.C. 2007-2011
Primary	Claret School of Q.C. 2001-2007

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Birthdate: August 24, 1994

Address: Blk. 12, Hardaway St.
Filinvest East, Cainta Rizal

Skills & Traits

- Proficient in MS Office (Word, Excel, PowerPoint)
- Team player
- Versatile
- Amiable
- Persistent